

LEGISLATIVE FACT SHEET

DATE: 01/14/26

BT or RC No: _____
(Administration & City Council Bills)

SPONSOR: Planning Department
(Department/Division/Agency/Council Member)

Contact for all inquiries and presentations: _____

Provide Name: Helena Parola, Director, Planning Department

Contact Number: 904-255-7842

Email Address: HParola@coj.net

PURPOSE: White Paper (Explain Why this legislation is necessary? Provide; Who, What, When, Where, How and the Impact.) Council Research will complete this form for Council introduced legislation and the Administration is responsible for all other legislation.
(Minimum of 350 words - Maximum of 1 page.)

Pursuant to Florida Statutes 163.3177, the CIE Schedule of Projects "includes any publicly funded projects of federal, state or local government," and may include "privately funded projects for which the local government has no fiscal responsibility." These projects are those necessary "to ensure that any adopted Level of Service Standards are achieved and maintained for" a five-year period. The projects included in the CIE contribute towards maintaining the adopted Level of Service (LOS) Standards and the Mobility System in the 2045 Comprehensive Plan. Additionally, pursuant to s. 163.3177(3)(a)(4)b, Florida Statutes, the list includes projects necessary to achieve pollutant load reductions attributable to the local government, as established in the basin area management plan (BMAP). The Level of Service Standards address schools, potable water, sanitary sewer, solid waste, drainage, and parks and recreation while the Mobility System focuses on transportation facilities. The projects within the CIE can be funded by the local, state or federal governments or privately funded. The CIE Schedule of Projects is a planning document and is updated annually by the City's Planning and Development Department. Florida Statutes (Section 163.3177(3)) require the Capital Improvement Element Schedule of Projects to be reviewed by the local government on an annual basis. The CIE Schedule of Capital Projects includes projects from the Capital Improvement Program (CIP) (Ordinance 2025-505-E) and subsequent amendments, the Transportation Improvement Program (TIP) (TPO adopted June 12, 2025), the TPOs Long Range Transportation Plan, and the 2045 Mobility System Projects (Ordinance 2023-1-E, as amended by 2023-656-E and 2024-835-E). Exhibit 1 of the proposed ordinance will include the Schedule of Capital Projects for fiscal years 2026-2030. Please find Section 163.3177(3), Florida Statutes, and the proposed 2026-2030 Capital Improvements Element Schedule of Projects attached.

APPROPRIATION: Total Amount Appropriated: N/A as follows:

List the source name and provide Object and Subobject Numbers for each category listed below:

(Name of Fund as it will appear in title of legislation)

Name of Federal Funding Source(s):	From: _____	Amount: _____
	To: _____	Amount: _____
Name of State Funding Source(s):	From: _____	Amount: _____
	To: _____	Amount: _____
Name of City of Jacksonville Funding Source(s):	From: _____	Amount: _____
	To: _____	Amount: _____
Name of In-Kind Contribution(s):	From: _____	Amount: _____
	To: _____	Amount: _____

Name & Number of Bond Account(s):	From: _____	Amount: _____
	To: _____	Amount: _____

PLAIN LANGUAGE OF APPROPRIATION / FINANCIAL IMPACT / OTHER:

Explain: Where are the funds coming from, going to, how will the funds be used? Does the funding require a match? Is the funding for a specific time frame? Will there be an ongoing maintenance? ... and staffing obligation? Per Chapters 122 & 106 regarding funding of anticipated post-construction operation costs.

(Minimum of 350 words - Maximum of 1 page.)

ACTION ITEMS: Purpose / Check List. If "Yes" please provide detail by attaching justification, and code provisions for each.

ACTION ITEMS:		Yes	No	
Emergency?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Justification of Emergency: If yes, explanation must include detailed nature of emergency. <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>
Federal or State Mandate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Explanation: If yes, explanation must include detailed nature of mandate including Statute or Provision. <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> Pursuant to Section 163.3177(3), Florida Statutes, the 5-year capital improvement element schedule of projects must be updated on an annual basis. </div>
Fiscal Year Carryover?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Note: If yes, note must include explanation of all-year subfund carryover language. <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>
CIP Amendment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Attachment: If yes, attach appropriate CIP form(s). Include justification for mid-year amendment.
Contract / Agreement Approval?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Attachment & Explanation: If yes, attach the Contract / Agreement and name of Department (and contact name) that will provide oversight. Indicate if negotiations are on-going and with whom. Has OGC reviewed / drafted? <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>
Related RC/BT?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Attachment: If yes, attach appropriate RC/BT form(s).
Waiver of Code?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Code Reference: If yes, identify code section(s) in box below and provide detailed explanation (including impacts) within white paper. <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>
Code Exception?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Code Reference: If yes, identify code in box below and provide detailed explanation (including impacts) within white paper. <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>
Related Enacted Ordinances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Code Reference: If yes, identify related code section(s) and ordinance reference number in the box below and provide detailed explanation and any changes necessary within white paper. <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>

The Capital Improvement Element's Schedule of Projects includes all of the projects approved within the CIP Ordinance 2025-505-E and any amendments to the CIP that have happened since the last CIE Schedule of Projects approval. The last CIE Schedule of Projects was approved pursuant to Ordinance 2025-175-E. The CIE Schedule of Projects also includes the Mobility System Projects that were adopted with Ordinance 2023-1-E, as amended by Ordinance 2023-656-E and 2024-835-E. The Duval County projects that are part of the TPO's Transportation Improvement Plan and the Long Range Transportation Plan are also included as part of the CIE's Schedule of Projects.

ACTION ITEMS CONTINUED: Purpose / Check List. If "Yes" please provide detail by attaching justification, and code provisions for each.

ACTION ITEMS:


	Yes	No	
Continuation of Grant?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Explanation: How will the funds be used? Does the funding require a match? Is the funding for a specific time frame and/or multi-year? If multi-year, note year of grant? Are there long-term implications for the General Fund? <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
Surplus Property Certification?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Attachment: If yes, attach appropriate form(s).
Reporting Requirements?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Explanation: List agencies (including City Council / Auditor) to receive reports and frequency of reports, including when reports are due. Provide Department (include contact name and telephone number) responsible for generating reports. <div style="border: 1px solid black; height: 30px; width: 100%;"></div>

BUSINESS IMPACT ESTIMATE


Pursuant to Section 166.041(4), F.S., the City is required to prepare a Business Impact Estimate for ordinances that are NOT exempt from this requirement. A list of ordinance exemptions are provided below. Please check all exemption boxes that apply to this ordinance. If an exemption is applicable, a Business Impact Estimate IS NOT required.

- ☒ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☐ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
 - d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

If none of the boxes above are checked, then a Business Impact Estimate IS REQUIRED to be prepared by the using agency/office/department and submitted in the MBRC filing packet along with the memorandum request, legislative fact sheet, etc. A Business Impact Estimate form can be found at: <https://www.coj.net/departments/finance/budget/mayor-s-budget-review-committee>

Director: Helena Parola 
(signature)

Date: 1/14/26

Prepared By: Helena Parola 
(signature)

Date: 1/14/26

ADMINISTRATIVE TRANSMITTAL

To: MBRC, c/o the Budget Office, St. James Suite 325

Thru:

(Name, Job Title, Department)

Phone: _____

E-mail: _____

From: Helena Parola, Director, Planning and Development Department

Initiating Department Representative (Name, Job Title, Department)

Phone: 255-7842

E-mail: Hparola@coj.net

Primary
Contact

Helena Parola, Director, Planning Department

(Name, Job Title, Department)

Phone: 255-7842

E-mail: Hparola@coj.net

CC:

Brittany Norris, Director of Intergovernmental Affairs, Office of the Mayor

Phone: 255-5000

E-mail: BNorris@coj.net

COUNCIL MEMBER / INDEPENDENT AGENCY / CONSTITUTIONAL OFFICER TRANSMITTAL

To: Mary Staffopoulos, Office of General Counsel, St. James Suite 480
Phone: 904-255-5062 E-mail: mstaff@coj.net

From: _____
Initiating Council Member / Independent Agency / Constitutional Officer
Phone: _____ E-mail: _____

Primary Contact _____
(Name, Job Title, Department)
Phone: _____ E-mail: _____

CC: _____
Brittany Norris, Director of Intergovernmental Affairs, Office of the Mayor
Phone: 255-5000 E-mail: BNorris@coj.net

Legislation from Independent Agencies requires a resolution from the Independent Agency Board approving the legislation.

Independent Agency Action Item:

Boards Action / Resolution?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Attachment: If yes, attach appropriate documentation. If no, when is board action scheduled?

FACT SHEET IS REQUIRED BEFORE LEGISLATION IS INTRODUCED